

1. INTRODUCTION

Vaccines for Children (VFC) is a federally funded entitlement program that provides vaccines at no cost to children who might not be vaccinated because of inability to pay. It was created through federal law ([42 USC § 1396](#)) and is administered by the Centers for Disease Control and Prevention (CDC) as a component of each state's Medicaid plan. Children through 18 years of age who meet eligibility requirements can receive VFC vaccine. Since its inception in 1994, the VFC Program has improved vaccine availability, increased immunization coverage, and reduced disparities in access to health care.



VFC in Montana

The Montana Immunization Program implements the VFC Program within the state. We manage the budget, order vaccines, enroll and educate providers, and ensure compliance through periodic site visits. Our two main goals are to make sure VFC vaccine is at your clinic when you need it and that you are complying with the program's federally mandated requirements.

Funding

Montana's publicly supplied vaccines are funded through three main sources: VFC, Section 317 of the US Public Health Service Act (317), and State appropriations. As a Medicaid entitlement program, the VFC budget adjusts annually to cover all recommended childhood vaccines for Montana's VFC-eligible children. Vaccine programs funded from other sources vary year to year in response to changing budgets and public health concerns. Contact the Immunization Program for information on our currently funded public vaccine programs (444-5580 hhsiz@mt.gov).

imMTrax – Ordering and Managing Publicly Funded Vaccine

Montana VFC providers must order and manage publicly supplied vaccine through the State's web-based Immunization Information System, imMTrax. To gain access to imMTrax, provider facilities must complete and submit an imMTrax Memorandum of Agreement. Each person needing access to imMTrax must submit a System Access Request Form, imMTrax User Memorandum of Agreement, and any additional requirements specific to the imMTrax user role requested.

When setting up your account in imMTrax, you must decide whether your facility will be an integrated or aggregate provider. See definitions below:

A red arrow pointing to the left, containing the word "Requirement" in white text. It is positioned to the right of the paragraph about imMTrax access requirements.

Integrated providers manually enter patient immunization records directly into imMTrax. Patient VFC eligibility status is documented during this process and doses administered are automatically decremented from inventory.

Aggregate providers track doses administered and VFC eligibility status outside of imMTrax (see Section 4 for tracking methods). Once per month during inventory reconciliation, aggregate providers enter doses administered by lot number and age cohort. Patient immunization records may be entered through an electronic data feed or manually entered as historical records.

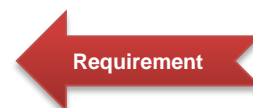
This handbook does not provide in-depth imMTrax training. For imMTrax help, contact imMTrax Training and Support at 444-2969 (hhsiz@mt.gov).

Document Retention Requirements

VFC-Related Documents

VFC providers must retain all VFC-related documents and electronic information for three years.

This includes VFC screening and eligibility records, temperature logs, data logger (digital thermometer) data, borrowing forms, billing records, medical records that verify receipt of vaccine, and vaccine purchase and accountability records.



Immunization Records

Montana law requires hospitals to retain immunization records for at least 10 years ([ARM 37.106.402](#)) and health care facilities other than hospitals to retain immunization records for at least 6 years ([ARM 37.106.314](#)).

Medicaid Billing Records

Montana law requires health care facilities to retain Medicaid (Healthy Montana Kids Plus) billing records for at least 6 years and 3 months from the date of service ([ARM 37.85.414](#)).

This Document

This handbook is divided into two main parts: the ***VFC Provider Handbook*** (Sections 1–10) and the ***Vaccine Management Plan*** (Sections 11–17). It contains immunization best practices, recommendations, and requirements of the Montana VFC Program. Requirements are underlined and marked with red arrows:

The Montana Immunization Program provides a paper copy of this document to all enrolled providers and posts the most current version on our website. When revisions are made, the Montana Immunization Program notifies providers through an all-provider memo, provides a copy of the revised section(s), and posts the revised section(s) to our website. It is your responsibility to keep your handbook up to date by discarding outdated sections and replacing them with current versions. This document is designed for duplex (2-sided) printing.

